



PERSONAL MOBILE PHONES

AND SMARTWATCH USAGE POLICY

At Rise and Shine Nursery we promote the safety and welfare of all children in our care.

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or smartwatches during working hours.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents/carers or children. We ask parent/carers and visitors to respect and adhere to our policy.

Staff must adhere to the following:

Mobile phones/smartwatches are either turned off or on silent and not accessed during your working hours. Mobile phones and Smartwatches are to be locked away on staff arrival.

Mobile phones/ smartwatches can only be used on a designated break and then this must be away from the children.

During outings photographs must not be taken of the children on any phones or any other information storage device.

Staff must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way.

Staff must not post anything onto social networking sites that could offend any other member of staff or parent/carer using the nursery.

If staff chooses to allow parents to view their page on social networking sites this relationship must remain professional at all times.

If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parent/ carers and visitors` use of mobile phones, smartwatches and social networking.

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about child`s play, parent/ carers, visitors are kindly ask to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parent/carers and visitors not to post, publicly or privately, information about any children, images and information do not fall into the wrong hands.

Parent/ visitors are invited to share any concerns regarding on appropriate use of social media through the official procedures.